WEEKLY TIME SHEET SHORT FORM

1. Request Data

    a. Employee Name
        Enter the employee's actual name as it appears in their personnel record. Do not enter nicknames or name abbreviations.

    b. Begin Date / End Date
        Enter the begin and end dates for the data entry period.

    c. Personnel Number
        Enter the personnel number.

    d. Business Area (Agency Number)
        Enter the agency code. This is a 4-digit number. For example, 0385 represents the Arkansas Department of Veterans Affairs.

    e. Personnel Area
        Enter the unique personnel area that this employee is assigned to. The personnel area is a combination of a 2-digit agency code and a 2-digit sequence number representing that agencies physical location. For example, the Department of Veterans Affairs has several locations that are sequentially numbered. DFA's first physical location is indicated by VA01.

2. Time Entry Data

    a. Rec CCTR
        If a time entry should be billed to a cost center different than the employee's default cost center, enter the receiving cost center.

    b. Rec WBS
        If a time entry should be billed to a project or order (work breakdown structure), enter the receiving work breakdown structure.

    c. A/A Type
        Enter the correct Absence or Attendance type for the time entered. Valid Absence/Attendance types are found on the second page of the form

    d. From/To
        Enter the start and end time for each work period in military time.

3. Authorizations

    a. Employee
        The employee must sign the time sheet to validate the request.

    b. Approving Authority
        The employee supervisor must approve the request.

    c. Keyed by
        The time entry clerk that enters the time sheet will initial the sheet.